



**Office Assistant (Accounting Major) - Thompson Fall Term  
2022/2023 Booklist**

| Course                   |                                       |   |                                 |               |                |
|--------------------------|---------------------------------------|---|---------------------------------|---------------|----------------|
| Number                   | Name                                  | Text  | Publisher                       | ISBN          | PRICE          |
| <b>Term 20 Fall Term</b> |                                       |   |                                 |               |                |
| <b>UC.ART.1310</b>       | <b>Communications</b>                 | Canadian Business English w/MindTap 8th ed                                  | Cengage Learning Inc.           | 9781774740361 | 150.05         |
|                          |                                       | Oxford Mini Thesaurus   | Oxford University Press         | 9780199666140 | 8.95           |
|                          |                                       | Oxford Canadian Dictionary  | Oxford University Press         | 9780195424393 | 29.95          |
| <b>UC.MGT.1012</b>       | <b>Basic Accounting 1</b>             | Accounting Principles 9th Cdn Ed Vol.1 w/WileyPlus                          | John Wiley & Sons               | 9781119786887 | 150.10         |
|                          |                                       | Calculator BAII Plus  | Win-Leader Corp                 | 07178         | 40.25          |
| <b>UC.MGT.1603</b>       | <b>Introduction to Keyboarding</b>    | <b>text not required</b>  |                                 |               |                |
| <b>UC.MGT.1604</b>       | <b>Keyboarding</b>                    | <b>text not required</b>  |                                 |               |                |
| <b>UC.MGT.1632</b>       | <b>MS Word</b>                        | Shelly Cashman MS Office 365 & Word 2019 Comprehensive                      | Cengage Learning Inc.           | 9780357026427 | 170.60         |
|                          |                                       | 8GB USB   | UCN Bookstore                   | NU8GB         | 8.90           |
|                          |                                       | <b>if not enrolled in MGT.1715 or MGT.1674 student will also require:</b>   |                                 |               |                |
|                          |                                       | MindTap for Shelly Cashman MS Office 365/Office 2019                        | Cengage Learning Inc. (via CEI) | 9780357119167 | 107.95         |
| <b>UC.MGT.1674</b>       | <b>MS Power Point &amp; Publisher</b> | Shelly Cashman MS Office 365 PowerPoint 2019 Comprehensive                  | Cengage Learning Inc.           | 9780357026410 | 170.60         |
|                          |                                       | <b>if not enrolled in MGT.1715 or MGT.1632 student will also require:</b>   |                                 |               |                |
|                          |                                       | MindTap for Shelly Cashman MS Office 365/Office 2019                        | Cengage Learning Inc. (via CEI) | 9780357119167 | 107.95         |
| <b>UC.MGT.1715</b>       | <b>Computer Concepts</b>              | Shelly Cashman MS Outlook 2019 Comprehensive w/MindTap                      | Cengage Learning Inc.           | 9780357324288 | 134.95         |
| <b>UC.MGT.1803</b>       | <b>Filing and Records Management</b>  | Glencoe Filing Made Easy 4th Ed   | McGraw Hill Ryerson             | 9780028138312 | 107.95         |
|                          |                                       |   |                                 |               |                |
|                          |                                       | <b>Headset with mic required for all courses</b>                            |                                 | Subtotal      | 1188.20        |
|                          |                                       | <b>Price dependent on course selection</b>                                  |                                 | PST           | 3.44           |
|                          |                                       | <b>Prices subject to change</b>   |                                 | GST           | 59.41          |
|                          |                                       | <b>Items required for connectivity may be ordered through the bookstore</b> |                                 | <b>Total</b>  | <b>1251.05</b> |